

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

10-150A

**OPEN PERIOD:**

6/10/2010 – 6/24/2010

**JOB TITLE:**Administrative Support  
Technician**PAY GRADE AND SERIES:**

GS-0303-07

**PAY RANGE:**

\$42,199 - \$54,862

**POSITION LOCATION:**

San Diego, CA.

**UNIT:**147<sup>th</sup> CCS**PDCN #: 80471000****Security Clearance Required:**

Secret

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS****AREA OF CONSIDERATION:** ALL SOURCES

Military grade of E-5 through E-7.

**Compatible Military Grade Assignment: AFSC 3D0X1.****Key Requirements:**

Must be able to type a minimum of 40 WPM.

**THIS IS A PERMANENT POSITION**

This position is located in the Base Systems Flight of an Air National Guard Combat Communications Squadron. The primary purpose of the position is to provide administrative support to the organization. The incumbent provides information management and direct IT workgroup management support to the organization. Incumbent coordinates with all functional areas of the Squadron, other directorates, the host communications flight, State Headquarters, and lead and gaining MAJCOMs. The incumbent provides leadership and oversight to the unit orderly room function. The incumbent plans and provides master-task training to all unit information management personnel.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

**Position Requires Travel:** Infrequent/Rare.

**QUALIFICATIONS and EVALUATION:**

**General:** Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position.

**Administrative Support Technician GS-0303-07:** Must have 12 months of specialized experience in the application and use of regulations and procedures; experience which demonstrates the application of both oral and written communicative ability,

**KNOWLEDGE, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Specific knowledge of regulations and procedures related to the type of work performed by the function.
2. Skill in communicating both orally and in writing.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, 30 semester hours, or the equivalent) for 12 months of the required experience. Each 30 semester hours credited must have included at least 6 semester hours of courses which are directly related to the type of work of the position.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.
6. When emailing documents **PLEASE LIMIT DOCUMENTS TO AT LEAST 5 PAGES**. Any large files or documents will automatically be rejected by the email server and will not be viewable for rating by qualifications of this office.

**IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350**

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current resume (**mandatory**)
- Transcripts, if applicable

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**  
[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**